



CITY OF HOUSTON

Job Posting

<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
<i>Job Classification</i>	SAFETY OFFICER
<i>Posting Number</i>	PN# 113363
<i>Department</i>	Department of Public Works & Engineering
<i>Division</i>	Resource Management Division
<i>Section</i>	Safety Section
<i>Reporting Location</i>	1700 E. Crosstimbers
<i>Workdays & Hours</i>	Monday- Friday 7:00 a.m. – 4:00 p.m. * *Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Conducts safety surveys and studies to evaluate needs and make recommendations. Inspects and tours work sites to evaluate safety programs and safe working conditions. Investigates accidents and injuries to determine unsafe conditions and recommends corrective action. Develops and conducts field and in-house safety training programs on work practices, new products, policies and laws. Prepares, analyzes and evaluates statistical data to provide information for trends and solutions to work related problems. Prepares and reviews needs assessments and safety audits. Reviews new developments in Occupational Safety and Health Administration (OSHA) laws. Assists in the implementation and monitoring of environment and industrial hygiene programs. Will act as Vehicle Coordinator for the division.

WORKING CONDITIONS

This position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. The position may also require climbing and/or certain body contortions. There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Technology, Engineering, Business Administration, Public Administration or a related field. Completion of advanced training resulting in certification as a Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH) is preferred.

MINIMUM EXPERIENCE REQUIREMENTS

Four years of experience in Safety Administration or a closely related field are required. Pertinent professional experience may be substituted for the above educational requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Requires a valid Texas Driver's License and compliance with the City Of Houston's policy on driving (AP 2-2).

PREFERENCES

Completion of advanced training resulting in certification as a Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH) is preferred. Knowledge of the Department of Transportation's rules and regulations.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 21
\$1,211 - \$1,660 Biweekly \$31,486 - \$43,160 Annually

OPENING DATE

September 20, 2006

CLOSING DATE

September 26, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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